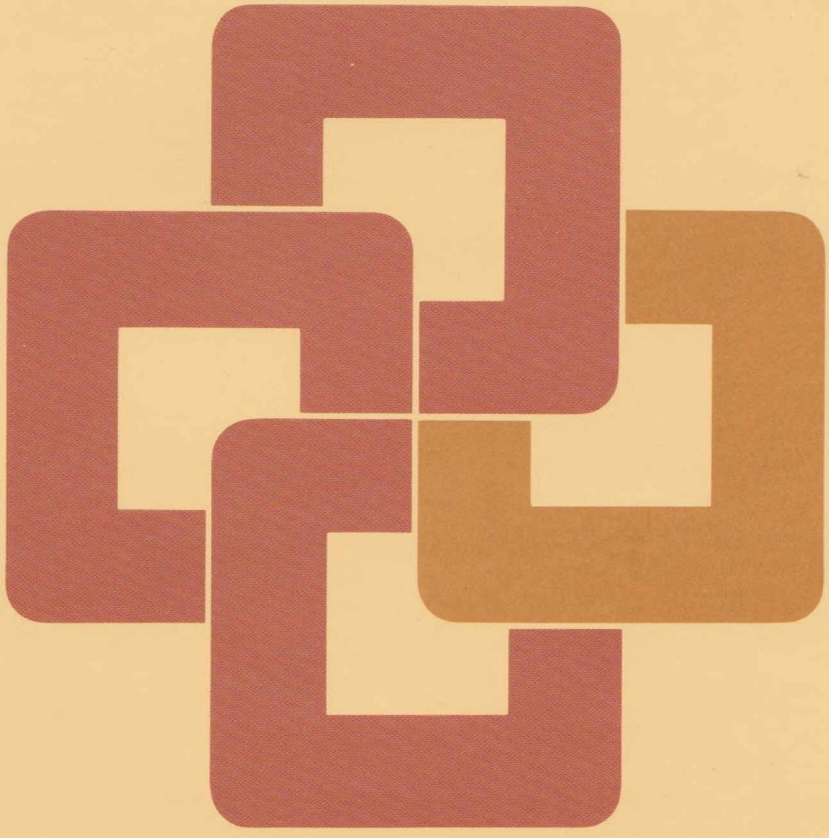
BEST SELLER!
over 84 weeks
Computer Merchandising List

pfs:® file

Keeps track of • Addresses • Clients • Invoices • Stocks • Checks • Assets • Collections • Memberships • Health Records and more.



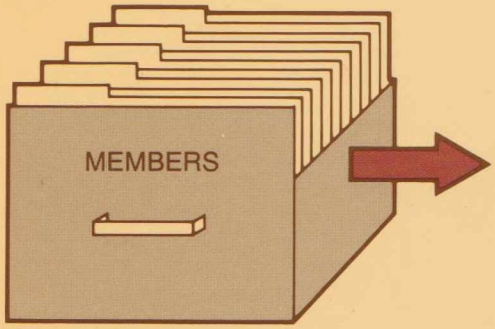
Commodore 64 Disk

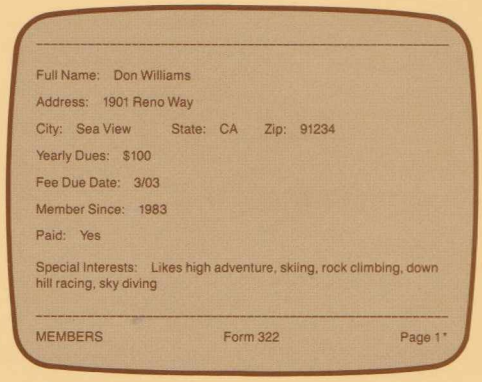
pfs:® file

Commodore 64 Disk

pfs: file

pfs: file




Full Name: Don Williams
Address: 1901 Reno Way
City: Sea View State: CA Zip: 91234
Yearly Dues: $100
Fee Due Date: 3/03
Member Since: 1983
Paid: Yes
Special Interests: Likes high adventure, skiing, rock climbing, down hill racing, sky diving
MEMBERS
Form 322
Page 1

PFS:FILE is an easy-to-use filing program that works like a paper filing system without the paper. You can record, review, and retrieve information in a fraction of the time it would take with a conventional filing system. And, PFS:FILE is so versatile, you can design any form you need right on the computer screen from client lists to recipes.

Simply enter the information any way you like. Then quickly find what you want when you need it. You can find information that meets several criteria in seconds. And if you need to change your form you can do so without losing any information in your file.

PFS:FILE also gives you the ability to:

- Print and sort mailing labels
- Store up to 1,000 forms per diskette
- Search for a combination of items on one form
- Perform first item searches in 5 seconds
- Include multi-line text in the form
- Create forms with up to 32 pages

PFS:FILE — the easy-to-use, versatile, and powerful filing system.

Required: Commodore 64, 1 disk drive
PFS:FILE has been tested with the Commodore 1541 disk drive.
Recommended: Double-density diskettes
Optional: Commodore printer

Software Publishing Corporation
1901 Landings Drive, Mountain View, CA 94043

Commodore 64 Disk

pfs: file and pfs: report

Sample Files and Reports to Make You More Productive Right Away

As you will soon discover, PFS:FILE is the simplest way to manage your information from mail lists to inventory. Once you have stored your information with PFS:FILE, you will want to maximize its usefulness with PFS:REPORT. REPORT summarizes your data, providing meaningful tables with averages, totals, and counts to make it easier to reach the right decisions.

The example forms and reports below offer some ideas on how to use PFS:FILE and PFS:REPORT to store and summarize many different kinds of information. These five applications are only a few of the many ways you can use PFS:FILE and PFS:REPORT to be more productive.

Clients, Addresses, and Mailing Labels

PFS:FILE and PFS:REPORT help you keep track of your people lists – from business leads to Christmas card mailings. You can also generate mailing labels with PFS:FILE and your printer! For example, the form below was designed with PFS:FILE to store information for a small business.

Use PFS:REPORT to get a telephone directory such as this one, or generate a phone list that has been alphabetized, showing birthdays and key information.

```
********** ADDRESSES **********
FIRST NAME:
LAST NAME:
TITLE:
COMPANY:
ADDRESS:
CITY:                    STATE:
ZIP:
WORK PHONE:
HOME PHONE:
OTHER PHONE:
COMMENTS:

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ADDRESSES    RETRIEVE SPEC    Page 1
```

TELEPHONE DIRECTORY

LAST NAME	FIRST NAME	COMPANY	WORK PHONE	HOME PHONE	OTHER PHONE
Anderson	John	Graphtek	255-0099 X 17		259-1958
Hartman	Susan	Ultratech	833-4432	449-9238	771-3210
Hightower	Susan	Graphtek	255-0099 X 23		
Jones	Mary	Jones Office Supply	499-3892	344-9000	
Smith	John	Edgar Foods	413-220-3899		291-6343
	Pam	Graphtek	255-0099 X 44		
Weston	Jim		384-9048	229-0090	
Count:	7				

Checks

This form makes it easy to keep an organized record of your banking transactions. Use it to store information like check details, bank deposits, even invoice and purchase order records.

Using PFS:REPORT, you can quickly produce summary tables such as this check register below, instantly view a chronological record of bank deposits and adjustments, print an invoice and purchase order register, and generate a summary of charges to each expense account.

In addition, you have the full power of PFS:FILE and PFS:REPORT to search through your forms for specific information, update individual forms, and prepare other reports that you might need.

```
********** CHECK REGISTER **********
CHECK #:              DATE:
PAY TO:
AMOUNT:
ACCOUNT #:
COMMENTS:

-------- INVOICE INFORMATION --------
INVOICE #:            INVOICE AMOUNT:
VENDOR:               DUE DATE:
P.O. #:               PAID IN FULL ?:

COMMENTS:

--------------------------------
CHECKS       RETRIEVE SPEC    Page 1
```

CHECK REGISTER

CHECK #	DATE	PAID TO	AMOUNT	ACCT #	COMMENTS
101	83/04/11	Wilkenson Builders	433.21	130	Roofing materials
102	83/04/11	Ransom Properties	955.00	460	Rent
103	83/04/12	Jim Heller	125.00	440	Temporary help
104	83/04/12	Mansfield Suppliers	1,223.91	470	Inventory of office supplies
105	83/04/15	Payroll	3,344.33	440	Payroll deposit
106					Void
107	83/04/22	Johnson Rentals	422.33	450	Truck rental
108	83/04/14	Jim Heller	58.33	440	Temporary help
109	83/04/27	Wilkenson Builders	799.47	130	Cement
110	83/04/30	Payroll	3,521.44	440	Payroll deposit
Total:			10,883.02		
Count:	10				

*PFS:REPORT requires PFS:FILE to function.

Inventory

PFS:FILE and PFS:REPORT help maintain control your assets in your business or home. Use the form below to track inventory items and prices, suppliers, and purchases.

PFS:REPORT gives you the ability to calculate your cost of inventory, list your prices by item number, generate a suppliers list for each inventory part, among many other functions.

```
********** INVENTORY RECORD **********
ITEM:
DESCRIPTION:
PRICE:
PRIMARY SUPPLIERS:
OTHER SUPPLIERS:

-------- PURCHASE INFORMATION --------
DATE OF PURCHASE:
QUANTITY PURCHASED:
UNIT COST:

-----------------------------------
INVTRY          RETRIEVE SPEC      Page 1
```

PURCHASE REGISTER

ITEM	DESCRIPTION	PURCHASED	QTY-PURCH	UNIT COST
H-101	Garden Hoses	82/08/13	8	2.89
		82/11/15	4	2.79
		83/11/21	10	2.89
		Average:		2.86
		Total:	22	
H-22	Hammer	83/11/01	2	2.14
		83/09/21	3	2.14
		83/02/15	12	2.21
		Average:		2.16
		Total:	17	

Volunteer Work and Community Services

PFS:FILE and PFS:REPORT team up with your computer to manage the incredible amount of details involved in your volunteer work from tracking your donors to reporting community service programs.

PFS:REPORT groups the information from the donor file to produce clear summary tables such as this one, ready for bulletin boards, local newspapers, and direct mailings!

```
---MARSHALL COMMUNITY SPORTS CENTER---
FIRST NAME:          LAST NAME:
ADDRESS:
CITY/STATE:          ZIP:
TELEPHONE:

TOURNAMENT COMMITTEE/PARENT/PLAYER:

CORPORATE TICKET SALES:
INDIVIDUAL TICKET SALES:
DONATIONS:

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DONORS          RETRIEVE SPEC      Page 1
```

MARSHALL VOLUNTEER TOURNAMENT REVENUES

VOLUNTEER GRP	CORP TIX	INDIV TIX	DONATIONS	TOTAL $
Committee	5,675	492	2,300	8,467
	4,225	800	2,750	7,775
Average:				8,121
Total:	9,900	1,292	5,050	16,242
Parent	2,795	605	1,800	5,200
	830	3,455	1,755	6,040
Average:				5,200
Total:	3,625	4,060	3,555	11,240
Player	700	2,600	300	3,600
	235	3,655	550	4,440
	200	3,100	425	3,725
	156	2,435	600	3,191
Average:				3,739
Total:	1,291	11,790	1,875	14,956
Average:				5,305
Total:	14,816	17,142	10,480	42,438

Stocks

Managing your stock portfolios can be much easier when you use PFS:FILE and PFS:REPORT. Simply design a form like the one below to track stock values, and record your purchases and sales. Stockbrokers can use a similar form for their client portfolios.

Then use PFS:REPORT to calculate your unrealized gains and losses, rank your stocks by effective growth rates, and compare your portfolio with the Dow Jones index average.

```
********** STOCK PORTFOLIO **********
STOCK NAME:
CURRENT $/SHARE:
TOTAL DIVIDENDS RECEIVED:
S/L:
-------- PURCHASE INFORMATION --------
PURCHASE DATE:
SHARES PURCHASED:
PRICE/SHARE:
COMMISSION & FEES:
DIVIDENDS LAST YEAR:
DOW JONES AVERAGE:
REMARKS:

-----------------------------------
STOCKS          RETRIEVE SPEC      Page 1
```

SHORT AND LONG TERM REALIZED PROFITS AND LOSSES

S/L	STOCK	# SHARES	AT	BUY COMM	SALE AMT	SELL COMM	NET +/-
L	Boston	200	12.09	128.15	5,750.00	304.75	2,899.10
	NCR	200	85.67	908.10	23,700.00	1,303.50	4,354.40
	Oneida	175	18.92	175.48	4,156.25	220.28	449.49
	Total:	575		1,211.73	33,606.25	1,828.53	7,702.99
S	DowChem	75	32.45	133.85	2,643.75	145.40	-69.25
	Grace	50	45.75	80.83	2,462.50	128.05	-33.88
	Total:	125		214.68	5,106.25	273.45	-103.13
	Total:	700		1,426.41	38,712.50	2,101.98	7,599.86

Commodore 64

pfs®: file

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